

Supporting Documentation Required for Supplier Requests

Type of Request	Supporting Documentation Required	Submit Request Via
Adding a supplier	Current IRS W-9	Email to: Supplier.Maintenance@tn.gov
Adding/changing an address	Invoice and/or current IRS W-9	Email to: Supplier.Maintenance@tn.gov
Changing a supplier's name, DBA name, or federal tax classification	Current IRS W-9	Email to: Supplier.Maintenance@tn.gov
Adding/changing bank information <i>(must be submitted by supplier)</i>	Supplier Direct Deposit Authorization	MAIL ORIGINAL form to: State of Tennessee Attn: Supplier Maintenance 21st Floor WRS Tennessee Tower 312 Rosa L Parks Ave Nashville, TN 37243
Removing bank information <i>(must be submitted by supplier)</i>	A written request must be mailed to Supplier Maintenance. The request must contain the payee's name, Federal Employer Identification Number (FEIN) or Social Security Number (SSN), routing and account numbers, that matches the information already on file with the state, and an original signature of an authorized signatory.	MAIL to: State of Tennessee Attn: Supplier Maintenance 21st Floor WRS Tennessee Tower 312 Rosa L Parks Ave Nashville, TN 37243

For questions or assistance with supplier requests, please contact Supplier Maintenance at 615-741-9745 or email Supplier.Maintenance@tn.gov.